

# AMBASSADOR REPORTING CENTER MANUAL

## INTRODUCTION

The Ambassador Reporting Center launched on June 5, 2013. The Center is one-of-a-kind, enabling Arthritis Foundation staff to simultaneously track Ambassador activity and the trajectory of constituent/legislator relationships. When a report is filed in the Ambassador Reporting Center, a permanent record appears in a central database in the Ambassador's profile and in a profile of the legislator with whom they interacted. These records allow Arthritis Foundation staff to adequately recognize outstanding advocates, leverage constituent relationships, and gain key intelligence to identify Congressional champions and address Congressional concerns in the fight against arthritis.

## ACCESSING THE REPORTING CENTER

Open your internet browser to <http://www.arthritis.org/report>



The screenshot shows the top of the website with a red and blue header. Below the header is the text "Arthritis Ambassador Reporting Center" and the Arthritis Foundation logo. Underneath is a grey bar with the text "Advocate Control Panel". Below that is a login form titled "ADVOCATE LOGIN" with two input fields: "Advocate ID:" and "Passcode:". The "Advocate ID:" field contains the text "lmarkle@arthritis.org". Below the input fields is a blue "Login" button.

To login, enter your email address as your Advocate ID and your last name as the Passcode. For example:

**Advocate ID:** [lmarkle@arthritis.org](mailto:lmarkle@arthritis.org)

**Passcode:** Markle

If your login does not work, ensure that you've entered the email address that you receive Ambassador communications at. If your last name is hyphenated, such as Markle-Harlan, enter the entire hyphenated name as your Passcode.

If, upon troubleshooting, you are unable to login, please contact Laurie Markle at [lmarkle@arthritis.org](mailto:lmarkle@arthritis.org)

## NAVIGATING THE CONTROL PANEL

Upon logging in to the Reporting Center, you will land at the Control Panel:

Arthritis Ambassador Reporting Center | ARTHRITIS FOUNDATION®

Control Panel

Advocate: David Eastman | Advocate ID: dkcabe@yahoo.com | (Logout)

Activities

Below is the list of your activities.

Open Filter By Activity Type: ALL

Subject	Sender	Receiver	Status	Due	Completed
Request Representative's Support for HR 1827	David Eastman	Peter Welch	Open	6/7/2013	Ar

Request Representative's Support for HR 1827 Page 1 of 1 (1 items)

### Section Heading Key

*Subject:* Brief description of the assignment

*Sender:* Yourself or an Arthritis Foundation staff person.\*

*Receiver:* Your legislator or an Arthritis Foundation staff person.\*

*Status:* Open status indicates that the assignment is active and is waiting for your input.

*Due:* This is the ideal date for your assignment to be completed.

\*The sender and receiver for each assignment identifies the user records and accounts to which this assignment should appear within the database. In the instance above, Arthritis Ambassador David Eastman is sending a message to his Representative, Peter Welch. In the database, the notes entered will appear in both David's profile and his legislator's. Some assignments will list an Arthritis Foundation staff person as the sender and the Ambassador as the receiver. These tasks are general, advocacy related assignments, such as advocate recruitment, where the activity does not require interaction with your legislator's office.

## REPORTING IN YOUR ACTIVITY

Select the assignment under “Subject” that you wish to report on.

A pop-up window, such as the below, should appear. If a pop-up does not appear, check your browser settings and ensure that pop-ups are enabled.

The screenshot shows a web browser window titled "Aristotle 360 - Task - Google Chrome". The address bar shows the URL: [ai360.aristotle.com/public/fundraising/Activity/frmActivityTask.aspx?atv\\_GUID=b8b85207-3](http://ai360.aristotle.com/public/fundraising/Activity/frmActivityTask.aspx?atv_GUID=b8b85207-3). The page title is "Activity: Task". Below the title bar, there are buttons for "Save and Close" and "Close/Cancel". The main content area is titled "TASK INFORMATION:" and contains the following fields:

- Sender:** David Eastman
- Receiver:** Peter Welch
- Subject:** Request Representative's Support for HR 1827
- Description:** Contact the Health Legislative Assistant in your Representative's office via email and request that your Representative cosponsor HR 1827, to reauthorize the Pediatric Subspecialty Loan Repayment Program. For sample email language and more information, please visit
- Additional Notes:** (Empty text area)
- Due Date:** 6/7/2013
- Campaign:** Arthritis Ambassador Pro
- Activity Status:** Open
- Completed Date:** (Empty date field)

Text appearing under Sender, Receiver, Subject, Due Date, and Campaign should appear the same as they did in the Control Panel.

Learn more about the assignment in the Description. Once your task is completed, follow these steps to report your activity:

1. Insert your comments in the **Additional Notes** section of the form.
2. Change the **Activity Status** from Open to Closed by selecting the drop-down menu.
3. Select the calendar icon next to **Completed Date** and select the current date.
4. Select **Save and Close** at the top of the window.

Once the window has closed, you're done! You may exit your browser. Thank you for reporting your activity!

## QUESTIONS?

Contact us with your questions:

Laurie Markle [lmarkle@arthritis.org](mailto:lmarkle@arthritis.org)

Laura Keivel [lkeivel@arthritis.org](mailto:lkeivel@arthritis.org)